Summary of Changes

USMEPCOM Pamphlet 25-32, 28 January 2003
Information Management: Records Management
Index of USMEPCOM Forms and External Mission-Essential Forms

This revision replaces the quarterly updated tables of current, replaced, obsolete, and external mission essential forms with a real-time update available in the USMEPCOM Intranet (MEPNET) (https://mepnet.mepcom.army.mil) under PUBS/FORMS, Index of Forms, and in the Internet Web site (http://www.usmepcom. army.mil) Publications & Forms, Index of Forms.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Pamphlet   28 January 2003
No. 25-32

Information Management: Publishing and Printing
INDEX OF USMEPCOM FORMS AND EXTERNAL
MISSION-ESSENTIAL FORMS

FOR THE COMMANDER:

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/SIGNED/
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DISTRIBUTION:
A and D (Electronic only publication)

Summary. This pamphlet provides a reference to the electronic Index of Forms for current, replaced, and obsolete United States Military Entrance Processing Command (USMEPCOM) forms and for mission-essential external forms. The pamphlet also provides information on types of USMEPCOM forms, emblem decals, forms review, forms distribution, and forms ordering information.

Applicability. This pamphlet applies to all elements of USMEPCOM.

Suggested improvements. The proponent agency of this pamphlet is HQ USMEPCOM, ATTN: MCEA–SS. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This pamphlet is not subject to the requirements of USMEPCOM Reg 11-2 (Management Control).

Contents

Glossary

1. Purpose
This pamphlet provides a reference to the electronic Index of Forms for current, replaced, and obsolete United States Military Entrance Processing Command (USMEPCOM) forms and for mission-essential Department of Defense (DD/DOD) forms, Department of the Army (DA) forms, Office of Personnel Management (OPM) forms, and standard forms (SFs). The index only lists replaced and obsolete forms for the past 10-year period. The pamphlet also includes information on types of USMEPCOM forms, emblem decals, forms review, forms distribution, and forms ordering information.

2. Explanation of abbreviations and terms
Abbreviations and special terms used in this pamphlet are explained in the glossary.

3. Types of USMEPCOM forms

   a. An "R" following a form number indicates the form has a monthly use of 25 or less and is not stocked. The "R" form may be locally reproduced on 8 ½- by 11-inch plain white bond paper.

   b. An "E" following a form number indicates the form is an electronically generated form. An electronic form generates both the form image and the fill-in data at the same time.

   c. An "R-E" following a form number indicates the form can be locally reproduced or electronically generated on 8 ½- by 11-inch plain white bond paper.

   d. No letter following the number indicates the form is in hard copy and must be requested through normal distribution channels.

4. Form date
Forms are dated by month and year only (for example, Jan 03). Only form management officers are authorized to assign form numbers and dates.

5. Index of forms
A real-time list of current, replaced, and obsolete USMEPCOM forms is available in the USMEPCOM Intranet (MEPNET) (https://mepnet.mepcom.army.mil) under PUBS/FORMS, Index of Forms, and in the Internet Web site http://www.usmepcom. army.mil) under Publications & Forms, Index of Forms. The index also lists external mission-essential forms.

6. External mission-essential forms
Mission-essential forms are forms needed to process applicants. Users may request that a form be identified as mission essential by sending the request to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094 for possible inclusion in the mission-essential forms list.

7. Emblem decals
DOD, USMEPCOM, and Freedom's Front Door emblem decals may be ordered by submitting a DA Form 17 (Requisition for Publications and Blank Forms), including a justification, to HQ USMEPCOM, ATTN: MHR-HC-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094, or by contacting the Command Forms Management Officer at pubs@mepcom.army.mil.

    a. DOD emblem decals are available in 3-, 8-, and 18-inch sizes.

    b. USMEPCOM emblem decals are available in 3-, 8-, and 18-inch sizes.

    c. Freedom's Front Door emblem decals are available in 3-, 6-, 12-, and 18-inch sizes.

8. Forms review

    a. According to USMEPCOM Reg 25-33, forms management officers at all levels will review command/local forms once a year to ensure the forms are current and essential. Forms may be reviewed all at once or during the anniversary month of the form. Users will use USMEPCOM Form 25-33-2-R-E (Review of Form) to accomplish the review.

    b. Individuals in charge of forms stockage should review the forms listed in the electronic Index of Forms on the MEPNET to eliminate obsolete forms and order new editions as needed.

9. Distribution of forms
USMEPCOM forms are distributed electronically on the MEPNET by the Command Forms Management Officer. Forms managers at sectors and military entrance processing stations (MEPSs) will distribute hard-copy USMEPCOM forms to recruiters through their respective service counselors in the MEPS.

10. Obtaining forms

    a. Electronic. The MEPNET is the official site for USMEPCOM electronic forms. Forms may be downloaded from the MEPNET and opened and filled using Formflow filler. USMEPCOM electronic forms are also available in the Internet (https://mepnet.mepcom.army.mil) in portable document file (pdf) format.
Note: Contact your information technology specialist if you need assistance with downloading forms.

    b. Nonelectronic. To request a nonelectronic (hard copy) form, fax a DA Form 17 (Requisition for Publications and Blank Forms) to HQ USMEPCOM (MHR-HC-MP) (847) 688-3443, or contact the Command Forms Management Officer at pubs@mepcom.army.mil.

Glossary

Section I
Abbreviation(s)

DA
Department of the Army

DD/DOD
Defense Department/Department of Defense

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

MEPNET
USMEPCOM Intranet

MEPS
military entrance processing station

MIRS
USMEPCOM Integrated Resource System

pdf
portable document file

SF
standard form

USMEPCOM
United States Military Entrance Processing Command

Section II
Term(s)

hard copy
A printed paper copy.

mission-essential forms
Forms required to process applicants.